

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE



No. 5(2)/2020-Admn-I/MoC

Islamabad, the 27<sup>th</sup> October, 2020

**C I R C U L A R**

**Subject: - 03-DAY TRAINING ON "ORGANIZATIONAL DEVELOPMENT"  
[24<sup>th</sup>-26<sup>th</sup> NOVEMBER, 2020]**

A self-explanatory letter No 7(4)/2020-21-MSW-III (TRG)OD dated 12<sup>th</sup> October, 2020 received from Management Services Wing of Establishment Division containing guidelines for the subject training is enclosed for uploading on the website of Ministry of Commerce for information.

2. Interested officers who fulfill the eligibility criteria may forward their nomination duly approved by the head of the Wing to Admn-I/MoC Section by **05-11-2020** before closing office hours for onward submission to the Management Services Wing of Establishment Division.

**Encl: As above**



**(Muhammad Imtiaz)**  
Deputy Director (MoC)

**Manager (IT), Ministry of Commerce** with the request to kindly upload the same on the website of this Ministry.

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING

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No.7(4)/2020-21-MSW-III (Trg) OD

Islamabad, the 12<sup>th</sup> October, 2020

OFFICE MEMORANDUM

Subject:- 03-DAY TRAINING ON "ORGANIZATIONAL DEVELOPMENT" (24<sup>th</sup>-26<sup>th</sup> NOVEMBER, 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. Management Services Wing of the Establishment Division, Islamabad is planning to conduct a short term Training on "**Organizational Development**" from **24<sup>th</sup> to 26<sup>th</sup> November, 2020** at the 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 government officers working in **BS-17 to BS-19**. The nominating Ministries/Divisions/Departments will be responsible for TA/DA, Boarding & Lodging, etc. of their nominated officers, as per rules, if any.

3. The applications of relevant suitable officers along with brief Curriculum Vitae (one page) of the applicant(s) may reach Management Services Wing, Establishment Division, Islamabad at the earliest but not later than **16-11-2020 (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)



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

**NOMINATION FORM**

**TRAINING ON "ORGANIZATIONAL DEVELOPMENT"**  
**(24<sup>TH</sup>-26<sup>TH</sup> NOVEMBER, 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. Any Training Received in the past  
from M.S. 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