

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No.5 (2)2021-HR-I

Islamabad, the 10th December, 2021

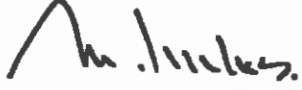
CIRCULAR

SUBJECT: - THREE DAYS' TRAINING WORKSHOP ON "PROFESSIONAL ETHICS FOR EFFICIENCY AND MANAGEMENT" FROM 3RD JANUARY TO 5TH JANUARY, 2022

Please find enclosed herewith a copy of self explanatory letter No. 1(9)/2021-22/W/AD (T) dated 29th November, 2021 received from Akhtar Hameed Khan National Center for Rural Development (AHKNCRD) on the above mention subject for placing on the website of the Ministry of Commerce for information.

2. The interested officers of the Ministry who fulfill the eligibility criteria may forward their nomination, duly approved by the respective head of the wing to HR-I section by 20-12-2021 positively.

Encl: As above


(Muhammad Imtiaz)
Deputy Director (HR-I)

Database Administrator,
Ministry of Commerce
Islamabad



Ph: 0519255154
Fax: 0519255157

F. No. 1(9)/2021-22/W/AD(T)
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT
PARK ROAD, CHAK SHAHZAD
ISLAMABAD

DIRECTOR GENERAL

November, 29 2021

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON "PROFESSIONAL ETHICS FOR EFFICIENCY AND MANAGEMENT" FROM 03rd – 05th JANUARY, 2022

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

2. AHKNCRD plans to organize a three days training workshop on "Professional Ethics for Efficiency and Management" from 03rd – 05th January, 2022. The major objectives of the training workshop are:

- To understand the basic concepts, terminologies and types of ethics at work places;
- To discuss role of professional ethics on in efficiency and management at organization;
- To provide a forum for sharing of experiences and learnings to participants coming from different parts and organizations & 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, 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 may please be informed that family members/servants are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 3-4 suitable officers from your department/organization are sent to NCRD by December, 27th 2021. 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: Mr. Bilal Raza, Assistant Director, Tel No.: 051-9255167 Fax. 051-9255157;
E-mail: bilalr@ncrd.gov.pk

With regards,

Sincerely,

(ISRAR MOHAMMAD KHAN)

Distribution to:

- Federal Secretaries, Ministries/Divisions, Islamabad/Rawalpindi.
- 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-Gilgit & AJ&k-Muzaffarabad).
- Deputy Commissioner (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit Baltistan & Azad Jammu & Kashmir).
- Concerned Federal & Provincial Government Organizations/Departments.
- Vice Chancellor Public & Private Universities.
- Concerned IGOs, NGOs & CSOs.