

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



No. 5(1)/2022-Admn-I/HR-I

Islamabad, the 21st May, 2022

CIRCULAR

SUBJECT: - TRAINING / COURSE ON "RECORD MANAGEMENT"

Please find enclosed herewith a copy of self explanatory Letter No. 10-2/2010-DD (PCD) dated 16-05-2022 received from National Archives of Pakistan on the above subject.

2. Interested officers / officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by **31-05-2022** positively

Encl: As above


(Muhammad Arshid)
Deputy Director (HR-II)

- Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.
- Notice Board.
- Section Officer (GA-I), Ministry of Commerce, Islamabad
- Section Officer (GA-I), Ministry of Commerce, Islamabad

Government of Pakistan
National Archives of Pakistan
(Cabinet Division)

F.No. 10-2/2010-DD(PCD)

N-Block, Pak-Secretariat,
Islamabad, 16-05-2022 .

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

SUB: TRAINING/COURSE ON "RECORD MANAGEMENT"

Dear Sir,

The National Archives of Pakistan (NAP) is an attached department of the Cabinet Division having a mandate to preserve public record and archival material bearing national significance and historical value. Provision of trainings facilities to archives related and allied 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 on "Record Management" from 20th June to 25th June, 2022.

3. You are requested to send the nomination of an officer / official working in your Ministry/Division for participation in the said training by 11th June, 2022. 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.



(Sajid Mehmood)
Archivist
051-9246093