

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5 (3)2022-Admn-I/HR-I

Islamabad, the 16th August, 2022

CIRCULAR

SUBJECT: TRAINING COURSE ON “INNOVATION IN LIBRARY MANAGEMENT” FROM 12-16 SEPTEMBER 2022

Please find enclosed herewith a copy of self explanatory letter No. 1(1)/2022-23-Lib dated 5th August, 2022 received from Aktar Hameed Khan National Center for Rural Development (AHKNCRD), an Executive Department of Establishment Division, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **25-08-2022 positively**.

Encl: **As above**


(Aqsa Liaqat)
Section Officer (HR-I)

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



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F.No.1(1)2022-23-Lib
Government of Pakistan
Establishment Division
AHK National Centre for Rural Development
(AHK NCRD), Park Road, Chak Shahzad
Islamabad

Director General

August 5, 2022

Subject: **TRAINING COURSE ON "INNOVATION IN LIBRARY MANAGEMENT" FROM 12-16 SEPTEMBER 2022.**

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

2. AHKNCRD plans to organize a five days' training course on "Innovation in Library Management" from 12-16 September, 2022. The major objectives of the training course are;

- To acquaint the course participants with Modern Techniques in Library Management;
- To apprise the participants about effective use of automation and digital systems in Libraries;
- To familiarize the participants with softwares (Koha/D-space, etc.);
- To introduce the library professionals with the latest trends and techniques in the field of Librarianship.

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 hostel located within NCRD Complex, on the approved rates on double occupancy basis. Food expenses will be born by the participants. However, staff is 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 2-4 suitable officers from your department/ organization are sent to NCRD by September 05, 2022. 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

Telephone No.: 051-9255194 Fax No.: 051-9255157, Email: library@ncrd.gov.pk

With regards,

(ISRAR MOHAMMAD KHAN)

Distributions to:

- Federal Secretaries, Ministries/ Divisions, Islamabad/Rawalpindi.
- > Chief Secretaries of provinces/Constituents 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 Commissioners (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Gilgit Baltistan & AJ&K)
- > Concerned Federal & Provincial Governments, Organizations / Departments
- > Vice Chancellors of Public and Private Universities
- > Concerned INGO, NGOs & CSOs

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