

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 1st February, 2023

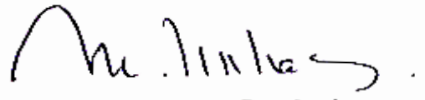
CIRCULAR

SUBJECT: THREE DAYS TRAINING WORKSHOP ON "PROFESSIONAL ETHICS FOR EFFICIENCY AND MANAGEMENT" FROM 13-15 FEBRUARY, 2023

Please find enclosed herewith a copy of self explanatory letter No. 1(9)/2022-23/WS/Sr.Lib dated 24-01-2023 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 may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **06-02-2023** positively.

Encl: As above


(Muhammad Imtiaz)
Section Officer (HR-I)

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



Ph:051-9255194
Fax:051-9255157

F. No. 1(9)/2022-23/WS/Sr.Lib
Government of Pakistan
Establishment Division
AHK National Centre for Rural Development
(AHK NCRD), Park Road, Chak Shahzad
Islamabad

DIRECTOR GENERAL

24, January, 2023

SUBJECT: THREE DAYS' TRAINING WORKSHOP ON "PROFESSIONAL ETHICS FOR EFFICIENCY AND MANAGEMENT" FROM 13-15 FEBRUARY, 2023

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 officials of the elective representatives, NGO's in order to improve their professional skills and promote sharing of experiences regarding subject themes.

2. AHKNCRD plans to organize a three days training workshop on "Professional Ethics for Efficiency and Management" from 13-15 February, 2023. 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 in efficiency and management at organizational level;
- 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, 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 February, 10th, 2023. 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.

Workshop Coordinator: Ms. Kiran Butt, Senior Librarian, Tel No.: 051-9255194 Fax. 051-9255157; E-mail: library@ncrd.gov.pk, kiran.butt223@gmail.com

With regards,


(ISRAR MOHAMMAD KHAN)

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-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.