

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5(2)2024-Admn-I/-HR-I

Islamabad, the 6th May, 2024

CIRCULAR

SUBJECT: - 04-DAY TRAINING / WORKSHOP ON "DYNAMICS OF CHANGE MANAGEMENT IN PUBLIC SECTOR OF PAKISTAN: CHALLENGES & WAY FORWARD" (10TH 13TH JUNE, 2024)

Please find enclosed herewith a copy of self explanatory Office Memorandum No. 11-2/2024-MSW-II (TRG) dated 29-04-2024 received from Establishment Division (Management Services Wing), on the above cited subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry may send their nominations duly approved by their respective Head(s) of the Wing(s) to HR-I Section latest by 13-05-2024 positively.

Encl: As above



(Aamir Waheed)
Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING**

No. 11-2/2024-MSW-II (TRG)

Islamabad, the 29th April, 2024

OFFICE MEMORANDUM

Subject: - 04-DAY TRAINING/ WORKSHOP ON "DYNAMICS OF CHANGE MANAGEMENT IN PUBLIC SECTOR OF PAKISTAN: CHALLENGES & WAY FORWARD" (10th -13th June,2024)

The undersigned is directed to state that as per Federal Rules of Business, 1973, Management Services Wing of 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 04-Day Training/ Workshop titled "*Dynamics of Change Management in Public Sector of Pakistan: Challenges & Way Forward*" to be held at Pakistan Planning & Management Institute (PPMI), Sector H-8/1, Islamabad from 10th to 13th June, 2024. The timings during the aforementioned training/ workshop shall be 08:30 AM till 01:30 PM every day.

2. The Training Program has been designed for Government Officers of BS-17 to BS-19. It is clarified that fee for the subject course will not be charged from Civil Servants/ Federal Government Officers. However, Ministries/ Divisions/ Departments will be responsible for TA/DA, boarding & lodging, etc. of their nominated officers, as per rules.

3. The applicants of Provincial Governments/ AJK Government / Autonomous Bodies and Corporations are subject to payment of Rs. 5000/- (Rupees Five Thousand only) each in respect of Training / Workshop fee. The said fee would be drawn in advance in favour of Drawing & Disbursing Officer (DDO), Management Services Wing, Establishment Division, Islamabad through Cross Cheque / Pay Order but only after the confirmation of application(s) by MS Wing.

4. Duly filled-in & signed Application Form attached herewith of the applicants(s) may reach MS Wing, Establishment Division, Islamabad at the earliest but not later than 24-05-2024 (Friday) 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.)

5. It is further clarified that the applicant/s should report at the aforementioned venue (PPMI, H-8/1, Islamabad) for participation in training course only after confirmation of his/her application by MS Wing, Establishment Division, Islamabad and a copy of confirmation letter issued by the MS Wing must be brought along for reporting for the aforementioned Training/Workshop.



(Muhammad Nadeem)

Director General

051-9209427

Fax: 051-9206694

Cell#03644901386

Email: nadeem@msw.establishment.gov.pk

**The Secretary,
Commerce Division,
A Block, Pak Secretariat,
Government of Pakistan,
ISLAMABAD.**



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

NOMINATION FORM

04-DAY TRAINING/WORKSHOP ON

**“DYNAMIC OF CHANGE MANAGEMENT IN PUBLIC SECTOR OF PAKISTAN:
CHALLENGES & WAY FORWARD”**
(10th -13th June, 2024)

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. **Training Received in M.S Wing, if any** _____

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