



GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No.5(2)/2025-ADMN-I/HR-I

Islamabad, the 21<sup>st</sup> April , 2025

From

Aamir Waheed  
So (HR-I)

To

- 1- JS Admn-Finance, MOC, Islamabad
- 2- JS FT-I, MOC, Islamabad
- 3- JS FT-II, MOC, Islamabad
- 4- JS(FT IV), MOC, Islamabad
- 5- JS Tariff Policy, MOC, Islamabad
- 6- JS (FT-III), MOC, Islamabad
- 7- JS(WTO), MOC, Islamabad
- 8- DG (Agro), MOC, Islamabad
- 9- DG (Manufacturing & Mining Products), MOC, Islamabad
- 10- Director General (Trade Policy), MOC, Islamabad
- 11- Executive Director General, MOC, Islamabad
- 12- Joint Secretary Exports-Imports, MOC, Islamabad

**SUBJECT: TRAINING WORKSHOP/SEMINAR ETC**

It has been observed that the nominations for Foreign & Local Trainings/Seminars/Workshops, etc. are being processed and forwarded directly for approval of the Secretary Commerce by the Head of Wings of MoC. In this regard it is important to re-emphasize that all cases related to nomination of officers for various trainings/seminars etc. are required to be routed through HRM Wing so that such opportunities can be shared with all relevant officers and nominations can be finalized in a manner that every officer gets an equal opportunity of capacity building instead of few officers getting nominated multiple times. This is also crucial as it helps HRM Wing to keep the HR Profile of the Officers updated.

2. Therefore, it is requested that in future all nominations for Trainings/Seminars/Workshops, etc. shall be routed through the HRM Wing for seeking approval of Secretary Commerce.

3. This issue with approval of the Secretary Commerce.

**Aamir Waheed**  
So (HR-I)

**Copy for information to:-**

- 1- JS (HRM), MOC, Islamabad

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