



GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 19<sup>th</sup> June , 2025

From

Aamir Waheed  
So (HR-I)

To

1- Database Administrator, MOC, Islamabad

**SUBJECT: FIVE DAYS TRAINING COURSE ON OFFICE MANAGEMENT RULES AND PROCEDURES JULY 14-18 2025.**

Please find enclosed herewith copies of self-explanatory letters No. 1(1)/2025-26/C/AD(T), dated 5th June 2025 received from Akhtar 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/relevant officers of the Ministry may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **04-07-2025** positively. ***Nominations received after the deadline will not be entertained.***

Encl: **As Above**

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



Ph: 051-9255154  
Fax: 051-9255157

F. No. 1(1)/2025-26/C/AD(T)  
GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT  
PARK ROAD, CHAK SHAHZAD, ISLAMABAD

DIRECTOR GENERAL

June 5<sup>th</sup>, 2025

**SUBJECT: FIVE DAYS' TRAINING COURSE ON "OFFICE MANAGEMENT: RULES AND PROCEDURES", JULY 14-18, 2025**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Attached Department of 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 officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Departments in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan.

2. AHKNCRD is planning to organize a five days' training course on "Office Management: Rules and Procedures" from July 14-18, 2025. The major objectives of the training programme include:

- To familiarize the participants with the different aspects of Office Management;
- To acquaint the participants with the overall understanding of the benefits to the Government servants regarding various rules and procedures;
- To provide a forum for sharing of experiences in practical implementation and execution of rules and procedures.

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 and the 'first come, first served' and double occupancy basis. Food arrangements will be made by the participants on self-finance basis for which staff is available in the Hostel.

4. Participants may please be informed that Family Members / Children are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 suitable officers from your department/organization are sent to NCRD by July 11, 2025. 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 (AHKNCRD), Park Road, Chak Shahzad, Islamabad.

Workshop Coordinator: Mr. Bilal Raza, Assistant Director

Telephone No.: 051-9255167; Fax No.: 051-9255157; E-mail: bilal@ncrd.gov.pk

With regards,

Sincerely,  
  
(ISRAR MOHAMMAD KHAN)

**Distribution to:**

- Federal Secretaries, Ministries/Divisions, Islamabad/Rawalpindi.
- Chief Secretaries of Provinces/Constituent Units (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab-Lahore, Baluchistan-Quetta, Sindh-Karachi, KP-Peshawar, Gilgit-Baltistan-Gilgit & AJ&K-Muzaffargarh)
- Deputy Commissioners (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & AJ&K)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellors of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs