



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



No.5(1)/2025-ADMN-I/HR-I

Islamabad, the 11th July , 2025

From

Aamir Waheed
So (HR-I)

To

1- Database Administrator, MOC, Islamabad

SUBJECT: TRAINING COURSE ON URBAN PLANNING TO BE CONDUCTED IN PERSON IN SINGAPORE FROM 17 TO 21 NOVEMBER 2025 UNDER THE SINGAPORE COOPERATION PROGRAMME TRAINING AWARD SCPTA)

CIRCULAR

Please find enclosed herewith copies of self-explanatory Office Memorandum No. 4(35)/SEA/Singapore/2025, dated 10th July, 2025 received from Economic Affairs Division, on the above-mentioned subjects for placing on the website of the Ministry of Commerce.

2. **Interested/relevant** officers from **Main Ministry and its Attached Departments/Organizations** who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section **(along with their C.V, Services Profile and details of availed Foreign Training/Workshops etc) latest by 22-08-2025 positively Nominations received after the deadline will not be entertained. Moreover there would be no financial liability on Ministry of Commerce/Government of Pakistan**

Encl: As Above

Aamir Waheed
So (HR-I)



OFFICE MEMORANDUM

SUBJECT: TRAINING COURSE ON URBAN PLANNING TO BE CONDUCTED IN PERSON IN SINGAPORE FROM 17 TO 21 NOVEMBER 2025 UNDER THE SINGAPORE COOPERATION PROGRAMME TRAINING AWARD SCTPA

The undersigned is directed to inform that the Government of Singapore has invited nominations for the above **Partially Funded** training course. The Government of Singapore will bear local hospitality (accommodation and local transfers), course fees, training allowance and group personal accident/hospitalization insurance. **The cost of round-trip airfare for the participants would be borne by the nominating agency/nominee himself/herself.** The brochure of the subject training course is available at www.ead.gov.pk.

2. The eligibility criteria and objectives of the subject course are as under:

Eligibility Criteria:-

- Be permanent government employee (BS-17 or above) nominated by the respective Federal Ministry or Provincial Department.
- Mid- to senior-level government officials involved in urban planning, infrastructure projects planning and investments;
- Proficient in written and spoken English;
- In good health.

Objective:-

- This course will explore the principles of urban planning, with a focus on sustainable development and integrated planning approaches. Drawing from Singapore's experiences, participants will examine policy frameworks, planning strategies, and innovations in creating sustainable and resilient urban environments.

3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Ministry latest by **08th September, 2025** positively. Interested officers are requested to apply online at <https://go.gov.sg/urbplan2025> as required by Singapore (Mandatory). **Nomination without online application will not be considered by the host.**

4. Required Documents

1.	Nomination letter in original	01 Copy
2.	Hard Copy of online application form (available in the link provided at Para-03/above)	01 Copy
3.	Filled in Performa for FTC (available at ww.ead.gov.pk)	01 Copy
4.	CNIC & Photograph	01 Copy each
5.	Valid Passport	01 Copy
6.	Surety Bond and Undertaking (Format is available at www.ead.gov.pk)	01 each Original
7.	An Undertaking by the participant to bear Round Trip Airfare	original

5. In case of incomplete/late submission of documents, nomination will not be entertained. Moreover, any deliberate provision of wrong information on part of the candidate shall liable to be rejected.

6. Further, it may be apprised that as per direction of Foreign Training Committee (FTC) of Ministry of Economic Affairs, all officers proceeding on foreign trainings have been directed to submit a 1000-word post-visit report upon return. Accordingly, the officers who are nominated may submit a post visit report to sosea@ead.gov.pk upon return.

**Iqra Khan
SO (SEA)**

Administration Directorate (Wing),
Ch. Muhammad Ali Randhawa
Chairman CDA
Capital Development Authority, Islamabad,
Islamabad

Admin (Wing),
Abdul Khaliq Shaikh
Secretary
9th Floor, New Pak Secretariat (Kohsar Block), Sector F-5,

Islamabad

IT (Wing),
Zarrar Hasham Khan
Secretary IT
Ministry Of Information Technology & Telecommunication, 7th Floor, Kohsar Block, Pak Secretariat,
Islamabad

Administration (Wing),
Aisha Humera Ch
Addl Secretary (Incharge)
LG and RD Complex, Sector G-5/2,
Islamabad

Administration (Wing),
Kamran Ali Afzal
Cabinet Secretary
Cabinet Division,
Islamabad

Admin (Wing),
Syed Ali Murtaza
Federal Secretary
6 Ataturk Avenue, G-5/1, Islamabad,
Islamabad

Admin (Wing),
Ali Sher Mahsud
Federal Secretary (MoCommunication)
Ministry of Communications,
Islamabad

Administration (Wing),
Syed Waqar ul Hassan
Federal Secretary of MoNHS
Ministry of National Health Services Regulations and Coordination,
Islamabad

IT Wing (Wing),
Momin Agha
Secretary
Ministry of Energy and Petroleum Division,
Islamabad

Administration (Wing),
Jawad Paul
Secretary
Commerce Division,
Islamabad

Admin (Wing),
Lt Gen Muhammad Ali (Retd)
Secretary
Ministry of Defence (Defence Division),
Rawalpindi

Admn (Wing),
Waseem Ajmal Chaudhary
Secretary
B Block , 4th Floor ,Pak Secretariat,
Islamabad

Policy (Wing),
Rashid Mahmood
Secretary
Ministry of Finance, Revenue And Economics Affairs, 6th Floor, FBR(Hqrs), Constitution Avenue, Islamabad.,
Islamabad

Admin (Wing),
Dr Muhammad Fakhre Alam Irfan
Secretary
Ministry of Energy Power Division, Islamabad,
Islamabad

Secretary Office (Wing),
Lt Gen (R) Muhammad Chiragh Haider HI(M)
Secretary (DP)
Ministry of Defence Production, Rawalpindi,
Rawalpindi

Non Formal & Spl. Education/S.Welfare (Wing),
Nadeem Mahbub
Secretary (Education)
1st, 2nd floor of Block-C and 2nd Floor of D-block, Pak Secretariat,
Islamabad

Syed Mazhar Ali Shah
Secretary (Railways)
4th Floor, Block D Pak. Secretariat,
Islamabad

Establishment (Wing),
Inamullah Khan Dharejo
Secretary Establishment Division
Establishment Division,
Islamabad

Admin (Wing),
Imdad Ullah Bosal
Secretary Finance
Ministry of Finance, "Q" Block Pak secretariat, Islamabad,
Islamabad

Secretary Office (Wing),
Hamed Yaqoob Sheikh
Secretary Housing
1st and 2nd floor, Block B, Pak Secretariat, Islamabad.,
Islamabad

Admn & Organization Wing (Wing),
Mohyuddin Ahmad Wani
Secretary IPC
2nd Floor, Kohsar Block, Pak. Secretariat,
Islamabad

Admin (Wing),
Saif Anjum
Secretary Industries & Production
A Block Pak Secretariat, Islamabad,
Islamabad

Admin (Wing),
Zafar Hasan
Secretary Kashmir Affair, Gilgit Baltistan & SAFRON
1st Floor, R-Block, Pak Secretariat, Islamabad.,
Islamabad

Admin (Internal) (Wing),
Raja Naeem Akbar
Secretary LAW & Justice
Ministry of Law and Justice,
Islamabad

Admn (Wing),

Syed Zafar Ali Shah
Secretary Maritime Affairs
Kohsar Block, 8th Floor Constitution Avenue, Islamabad,
Islamabad

Administration Wing (Wing),
Ambreen Jan
Secretary MolBC
Ministry of Information and Broadcasting,
Islamabad

Admin (Wing),
Awais Manzoor Sumra
Secretary Planning
Planning Commission,
Islamabad

Admin (Wing),
Dr Syed Ata ur Rehman
Secretary Religious Affairs
1st Floor, TUV (Kohsar) Block, New Secretariat, Opposite Punjab House,
Islamabad

Special Investment Facilitation Council (Wing),
Jamil Ahmed Qureshi
Secretary SIFC
Prime Minister's Office Special Investment Facilitation Council Islamabad.,
Islamabad

Admin (Wing),
Sajid Baloch
Secretary Science and Technology
Ministry of Science and Technology,
Islamabad

Admin (Wing),
Muhammad Khurram Agha
Secretary of Interior
Ministry of Interior, R-Block, Pak Secretariat,
Islamabad

Emigration Wing (Wing),
Nadeem Aslam Chaudhary
Secretary (MoPHRD)
Ministry of Overseas Pakistanis & Human Resource Development 5TH & 6TH FLOOR, BLOCK-B, PAK. SECRETARIAT, ISLAMABAD,
Islamabad

A&C (Wing),
Navid Ahmed Shaikh
Secretary, PA&SS Division
4th floor , Evacuee Trust complex,
Islamabad

Copy for information to:-

- 1- Niamatullah Khan, JS (Admn), EAD, Islamabad
- 2- Muhammad Aslam Khan, DPO (Dir (CC), EAD, Islamabad
- 3- Sajid Manzoor Asadi, JS (EC), EAD, Islamabad
- 4- Muhammad Abrar Azam, SO (FTC), EAD, Islamabad

Iqra Khan
SO (SEA)