

No. 2(17)/2011-Admn-I  
Government of Pakistan  
Ministry of Commerce & Textile Industry  
(Commerce Division)



Islamabad, the 31<sup>st</sup> October, 2013

**CIRCULAR**

A copy of letter No.3(173)/2013-CDA/TRG/2529 dated 23-10-2013 received from Civil Defence Academy, Lahore regarding “Civil Defence Welfare Officers Course (2-Weeks)” for the Male Officers/Senior Officials having at least cadre of BPS-14 and above scheduled to be held from 18<sup>th</sup> to 29<sup>th</sup> November, 2013 at the Commandant, Civil Defence Academy, 22-Aikman Road, GOR-I, Lahore .

2. The interested officers/officials of this Ministry are requested to please sent their nominations/consent duly recommended/approved by their respective Senior Officers to this Section latest by 08-11-2013. For further information please contact on Phone No: 042-99200379, Fax No: 042-99200380 or may visit website: [www.civildefence.gov.pk](http://www.civildefence.gov.pk).

*Umer*  
(Muhammad Umer Saleem Bhatti)  
Section Officer (Admn-I)

Forwarded to:-

**All Officers/ Officials Concerned having at least cadre of BPS-14 & above of the Ministry of Commerce & Textile Industry, Islamabad.**

No.3 (173)/2013-CDA/TRG/2879  
GOVERNMENT OF PAKISTAN  
CIVIL DEFENCE ACADEMY

Dated 23 OCT 2013

From

The Commandant,  
Civil Defence Academy,  
22-Aikman Road, GOR-I,  
Lahore.

To

The Secretary,  
Ministry of Commerce,  
Islamabad.

Subject: **CIVIL DEFENCE WELFARE OFFICERS COURSE (2-WEEKS)**

Dear Sir,

In accordance with ATP-2013, the Civil Defence Welfare Officers Course No. WO-119 is scheduled to be held in the Academy from **18.11.2013 to 29.11.2013**.

2. The objectives of the course are to cater the problems arising out of natural disasters such as flood, earthquake, wind storms, drought and famine etc., in peace time as well as multifarious difficulties faced by the population due to evacuation in war. Various rehabilitative and relief measures are made known to the participants of the course and to produce Officer / Supervisory Staff to manage/ supervise/assist post disaster relief & rehabilitation measures for the affectees.

3. We are pleased to allot **04 seats** to your esteem department / organization for the above said course which, may kindly be availed in full.

4. It is, requested, that nominations be sent to this office one week before the commencing date and the nominees (Male Officers/Senior Officials) **having at least cadre of (BPS-14)** and above, be directed to report to the **Commandant, Civil Defence Academy, 22-Aikman Road, GOR-I, Lahore on 18.11.2013 at 0900 hrs.**, but not later than **19.11.2013 (F.N)**. It is further informed that limited accommodation is available which will be filled on first come first served basis. Nominees are entitled to draw TA/DA from their respective departments as admissible under the Govt. Rules. For more information please make contact on Phone No. 042-99200379, Fax 042-99200380 or see our web site [www.civildefence.gov.pk](http://www.civildefence.gov.pk)

With regards,

Yours sincerely

  
(AMIR KHAN)  
COMMANDANT

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*Handwritten initials*