

MOST IMMEDIATE

No. 2(14)/2011-Admn-I
Government of Pakistan
Ministry of Commerce & Textile Industry
(Commerce Division)



Islamabad, the 30th December, 2013

CIRCULAR

Copy of the Economic Affairs Division's O.M No.4(27)SEA/2013 dated 20-12-2013 is forwarded for information/necessary action and to state that the Government of Singapore has invited one nomination for the partly funded training course on "Public Governance and Administration" scheduled to be held from 17th to 28th March, 2014 under Singapore Cooperation Programme Training Award(SCEPTA).

2. The eligibility criteria for the subject training course are given as below:-
 - i. Mid to senior level public service officials (deputy head and above) who are involved with public governance and administration function.
 - ii. Nominated by their respective governments.
 - iii. Proficient in spoken and written English.
 - iv. In good health.
3. It may be noted here that the training course is **partly funded** as the round trip airfare for the participants would be borne by the nominating government.
4. It is therefore requested that the nominations duly approved/endorsed by the respective heads of wings may kindly be furnished to Admn-I Section up to **10-01-2014 positively**. The application form of the training course can be downloaded from the EAD's website: www.ead.gov.pk.


(FAHAD RAZA)
Section Officer (Admn-I)

Forwarded to:-

- i. All JSs/EC/DG(TP)/DG(DCW)/DG(STDC), Ministry of Commerce & Textile Industry, Commerce Division, Islamabad.

Islamabad the December 20, 2013

OFFICE MEMORANDUM

SUBJECT: - TRAINING COURSE ON "Public Governance and Administration" TO BE HELD FROM 17-28 March, 2014 UNDER SINGAPORE COOPERATION PROGRAMME TRAINING AWARD (SCEPTA).

The undersigned is directed to say that the Government of Singapore has invited one nomination for the above Partly funded training course. The Government of Singapore will bear local hospitality (local transport costs & accommodation), training fees and allowance and hospitalization insurance. **The round trip airfare for the participants would be borne by the nominating government.** The application form may be downloaded by EAD's web site: www.ead.gov.pk.

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

Eligibility Criteria

- Mid to senior level public service officials (deputy head and above) who are involved with public governance and administration function.
- nominated by their respective governments;
- proficient in spoken and written English
- in good health

Objectives

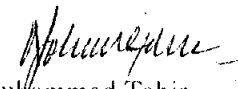
- Recognize the unique circumstances that influences Singapore's policy development processes.
- Understand the key principles underlying Singapore's model of Governance.
- Describe key consideration in public policy development.
- Gain insight to fiscal policy and financial systems within the public sector.
- Discuss Singapore's reform initiatives and draw relevant learning points from Singapore's expedient Public Sector reforms.
- Understand key processes in Public Administration: finance, human resource and quality management.

3. Nomination of suitable candidates fulfilling the laid-down eligibility criteria prescribed by the sponsoring agency duly approved by the competent authority along with following documents may be forwarded to this Division by **January 27, 2014** positively.

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|--|--------------------------|
| 1. Application form (duly filled in) | four copies |
| 2. Profarma for Foreign Training | One copy |
| 3. Surety Bonds/Undertaking. | One copy (each original) |
| 4. An Undertaking by the participant to bear Round Trip Airfare. | One copy (original) |

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4. Incomplete/late submission of documents/nomination will not be entertained. Moreover, any deliberate provision of wrong information on the part of the candidate shall be viewed seriously.


Muhammad Tahir
Section Officer (SEA)
Ph: 9202084

- 1) Joint secretary (Admn), Prime Minister's Secretariat (Public), Islamabad
- 2) Secretary, Cabinet Division, Islamabad
- 3) Secretary, Ministry of Commerce, Islamabad
- 4) Secretary, Ministry of Communication, Islamabad
- 5) Secretary, Ministry of Defence, Rawalpindi.
- 6) Secretary, Defence Production, Rawalpindi.
- 7) Secretary, Establishment Division, Islamabad.
- 8) Secretary, Finance Division, Islamabad.
- 9) Secretary, Ministry of Foreign Affairs, Islamabad.
- 10) Secretary, Ministry of Housing & Works, Islamabad.
- 11) Secretary, Ministry of Information & Broadcasting, Islamabad.
- 12) Secretary, Ministry of Information Technology & Telecommunication, Islamabad.
- 13) Secretary, Ministry of Interior, Islamabad.
- 14) Secretary, Ministry of Kashmir Affairs & Northern Areas, Islamabad.
- 15) Secretary, Ministry of Law, Justice & Human Rights, Islamabad.
- 16) Secretary, Ministry of Narcotics Control, Islamabad.
- 17) Secretary, Ministry of Parliamentary Affairs, Islamabad.
- 18) Secretary, Ministry of Petroleum & Natural Resources, Islamabad.
- 19) Secretary, Planning & Development Division, Islamabad.
- 20) Secretary, Ministry of Ports & Shipping, Islamabad.
- 21) Chairman, Privatization & Investment Commission, Islamabad.
- 22) Chairman, Federal Board of Revenues, Islamabad.
- 23) Secretary, Statistics Division, Islamabad.
- 24) Secretary, States & Frontier Regions, Islamabad.
- 25) Secretary, Ministry of Textile Industry, Islamabad.
- 26) Secretary, Ministry of Industries, Islamabad.
- 27) Secretary, Ministry of Production, Islamabad.
- 28) Secretary, Capital Administration & Development Division CADD, Islamabad.
- 29) Secretary, Inter-Provincial Coordination Division (IPCD), Islamabad.
- 30) Secretary, Ministry of National Heritage and Integration, Islamabad.
- 31) Secretary, Ministry of National Disaster Management, Islamabad.
- 32) Secretary, Inter-Provincial Coordination Division (IPCD), Islamabad.
- 33) Secretary, Ministry of National Food Security and Research, Islamabad
- 34) Secretary, Ministry of Human Resource Development, Islamabad
- 35) Chairman, Higher Education Commission, Islamabad

Copy forwarded for similar action to:-

1. Chairman P&D Board, Govt. of the Punjab, Lahore
2. Additional Chief Secretary, P&D Deptt., Government of Sindh, Karachi
3. Additional Chief Secretary, P&D Deptt., Government of KPK, Peshawar
4. Additional Chief Secretary, P&D Deptt., Government of Balochistan, Quetta
5. Chief Secretary, Govt. of AJK, Muzaffarabad
6. Chief Secretary, Northern Areas, Gilgit.
7. Chief Secretary, FATA Secretariat, Peshawar.
8. Joint Secretary (Training), Establishment Division, Islamabad
9. Secretary, S&GAD, Govt. of Punjab, Lahore.
10. Secretary, S&GAD, Govt. of Sindh, Karachi.
11. Secretary, S&GAD, Govt. of Balochistan, Quetta.
12. Secretary, S&GAD, Govt. of KPK, Peshawar.
13. Secretary, S&GAD, Muzaffarabad.
14. Secretary, S&GAD, Gilgit Baltistan
15. Secretary, S&GAD, FATA Secretariat, Peshawar