

No. 2(3)/2009-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 2nd June, 2016

CIRCULAR

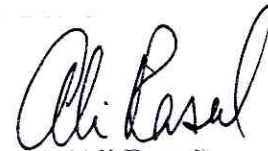
Subject: **COURSE ON "BETTER PRODUCTIVITY FOR SMES" TO BE HELD FROM 18-22 JULY 2016 AT SINGAPORE UNDER THE JAPAN-SINGAPORE PARTNERSHIP PROGRAMME FOR THE 21ST CENTURY (JSPP21) :**

Economic Affairs Division vide their O.M No.4(30)SEA/2014 dated 24-05-2016 has informed that the Government of Singapore has invited three nominations for the partly funded training course on "Better Productivity for SMEs" scheduled to be held from 18-22 July, 2016 in Singapore. The cost of round-trip airfare for the participants would be borne by the nominating government.

2. The eligibility criteria for the subject training course are given as below:-

- i. Mid to senior level government officials.
- ii. Nominated by their respective Government.
- iii. Proficient in spoken and written English.
- iv. Not serving in the military.
- v. In good health.

3. It is therefore requested that the nominations of officers fulfilling the required eligibility criteria duly approved/endorsed by the respective heads of wings may kindly be furnished to this office up to **03-06-2016 positively**. The application form of the training course can be downloaded from the EAD's website: www.ead.gov.pk.



(Ali Rasul)

Deputy Director (MoC)

Forwarded to:-

- i. All JSs/DGs/ Chief Development Officer, Ministry of Commerce, Islamabad.
- ii. The Director General, Pakistan Institute of Trade & Development Islamabad.
- iii. The Director General (TO) Directorate General of Trade Organization (DGTO), Islamabad.
- iv. The Director General, Trade Dispute Resolution Organization, Ministry of Commerce, Islamabad.
- v. The Director General, (HR) Trade Development Authority, Karachi.
- vi. Data Network Administrator with the request to upload the six attached Master Degree Programs on the web of Ministry.

Most Immediate

Government of Pakistan
Ministry of Finance, Revenue
Economic Affairs, Statistics and Privatization
Economic Affairs Division



No. 4(30) SEA/2016

Islamabad the 24th May, 2016

OFFICE MEMORANDUM

SUBJECT: - **COURSE ON "BETTER PRODUCTIVITY FOR SMES" TO BE HELD FROM 18-22 JULY 2016, AT SINGAPORE UNDER THE JAPAN-SINGAPORE PARTNERSHIP PROGRAMME FOR THE 21ST CENTURY (JSPP21)**

The undersigned is directed to inform that the Government of Singapore has invited **three (03)** nominations for the above **Partly Funded** training course. The Government of Singapore will bear local hospitality (local transfers & accommodation), training fees, training allowance and hospitalization insurance. **The cost of 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:

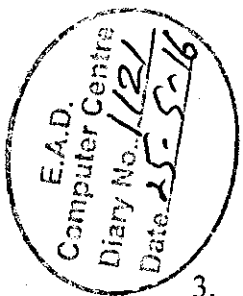
Eligibility Criteria

- Nominated by their Government.
- Mid-to-senior level officials who are working in agencies in charge of promoting or implementing productivity improvement activities for SMEs (e.g. ministries and supporting organization for SMEs, Chambers of Commerce and Industry).
- Proficient in spoken and written English.
- Not serving in the military.
- In good health and medially fit to attend the course.

Objectives

- Small and Medium Enterprises (SMEs) play a key role in many economies in the world. Incremental and continuous effort towards greater productivity is necessary for their survival. In this course, participants are expected to understand Singapore and Japan's experience and efforts in productivity Improvement

3. Nomination of suitable candidates fulfilling the laid-down eligibility criteria prescribed by the sponsoring agency duly approved by the competent authority alongwith following documents may be forwarded to this Division by **8th June 2016 (Wednesday)** positively.



- | | | |
|----|---|-------------------------|
| 1. | Application form (duly filled in) | 04 copies |
| 2. | Profarma for Foreign Training | 01 copy |
| 3. | Surety Bonds | 01 copy (each original) |
| 4. | Undertaking. | 01 copy (each original) |
| 5. | An Undertaking by the participant to bear Round Trip Airfare. | 01 copy (original) |
| 6. | Passport Copy | 01 copy |
| 7. | Copy of National Identity Card | 01 copy |

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.



(Syed Qalab-e-Abbas)
Section Officer (SEA)

Ph: 051-9202084/Fax: 051-9211822

1. Chairman, Board of Investment, Islamabad
2. Secretary, Establishment Division, Islamabad
3. Secretary, Capital Administration and Development Division, Islamabad
4. Secretary, Commerce Division, Islamabad
5. Secretary, Finance Division, Islamabad
6. Secretary, Planning Development & Reforms, Islamabad
7. Secretary, Ministry of Industries & Production, Islamabad
8. CEO, Small and Medium Enterprise Development Authority (SMEDA) Head Office, 4th Floor, 3rd Building Aiwan-e-Iqbal Complex Egerton Road Lahore 54000, Pakistan.

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. Additional Chief Secretary, P&D Deptt., Govt. of AJK, Muzaffarabad
6. Secretary, P&D Deptt., Northern Areas, Gilgit.
7. Secretary, P&D FATA Secretariat, Peshawar.
8. Secretary, Industry Commerce & Investment Department Government of Punjab Lahore
9. Secretary, Industry Commerce & Investment Department Government of Sindh Karachi
10. Secretary, Industry Commerce & Investment Department Government of KPK, Peshawar.
11. Secretary, Industry Commerce & Investment Department Government of Balochistan Quetta.
12. Secretary, Industry Commerce & Investment Department Government of AJK, Muzaffarabad.
13. Secretary, Industry Commerce & Investment Department Government of Gilgit Baltistan Gilgit.
14. Joint Secretary (Training), Establishment Division, Islamabad.
15. Section Officer (Admn), EAD

Cc:

1. Joint Secretary (Admin.), EAD
2. Secretary (FTC), EAD
3. Network & System Administrator, EAD