



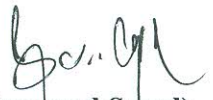
Islamabad, the 19th July, 2017

C I R C U L A R

Subject:- **TRAINING COURSE ON "BETTER PRODUCTIVITY FOR SMES" TO BE HELD FROM 4-8 SEPTEMBER 2017 AT SINGAPORE UNDER THE JAPAN-SINGAPORE PARTNERSHIP PROGRAMME FOR THE 21ST CENTURY (JSPP21)**

Economic Affairs Division (EAD) vide their O.M No. 4(23) SEAS/2107 dated 12th July, 2017 has invited ... nominations for the fully funded subject training course. The governments of the Singapore and Japan will sponsor the subject training course.

2. Details of program and application forms are available on the website www.ead.gov.pk. Interested eligible officers may submit their nomination requests alongwith duly filled in FTC Proforma to Deputy Director (MoC) Section by 21st July, 2107.


(Muhammad Saeed)
Deputy Director (MOC)

All officers Ministry of Commerce.

Forwarded to:-

- i. The Chairman National Tariff Commission, Islamabad
- ii. The Chairman, Trading Corporation of Pakistan, Karachi.
- iii. The Chairman Pakistan Tobacco Board, Peshawar.
- iv. The Director General, Pakistan Institute of Trade & Development Islamabad.
- v. The Director General (TO) Directorate General of Trade Organization (DGTO), Islamabad.
- vi. The Director General, Trade Dispute Resolution Organization, Ministry of Commerce, Islamabad.
- vii. The Director General, (HR) Trade Development Authority, Karachi.
- viii. ✓ Data Network Administrator with the request to upload the attached OM on the website of this Ministry immediately.

MOST IMMEDIATE

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

No. 4(23) SEA/2017

Islamabad, the 12 July, 2017

OFFICE MEMORANDUM

SUBJECT: - **TRAINING COURSE ON "BETTER PRODUCTIVITY FOR SMES" TO BE HELD FROM 4-8 SEPTEMBER 2017 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 **two (02)** suitable nominations for the above **Fully Funded** training course. The Governments of Singapore and Japan will sponsor round-trip economy airfares and local hospitality (local transfers, accommodation, training fees, training allowance and hospitalization insurance). 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:

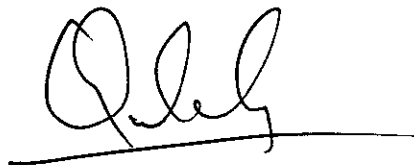
Eligibility Criteria

- Be Government officer only and nominated by respective Federal Ministry or Provincial Department.
- Mid-to-senior level officials who are working in agencies in charge of promoting or implementing SME policies, industrial policies and productivity improvement activities for SMEs (e.g. ministries and supporting organization for SMEs, Chambers of Commerce and Industry).
- Proficient in both spoken and written English as the course is conducted fully in English without translation.
- Not serving in the military.
- In good health and medially fit to attend the course.

Objectives

By the end of the course, participants should be able to:-

- Enhance productivity and product quality in national productivity organizations and other public organizations.
- Understand how productivity and quality are measured, applied, sustained and improved at the national and organizational levels to assist in service delivery.
- Develop productivity and quality improvement programmes to enable institutions to be more competitive in the longer term.
- To understand the corporate management techniques to analyze current levels of output and to suggest its possible measurement (e.g. enhancement measures for productivity and quality, such as Kaizen).



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 the close of business hours on **28 July 2017** positively.

1.	Application form (duly filled in)	04 copies
2.	Performa for Foreign Training	01 copy
3.	Surety Bonds	01 copy (each original)
4.	Undertaking.	01 copy (each original)
5.	Passport Copy	01 copy
6.	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)
Deputy Secretary (EC-II)

Ph:051-9202084/Fax:051-9211822

1. Secretary, Capital Administration and Development Division, Islamabad
2. Secretary, Commerce Division, Islamabad
3. Secretary, Finance Division, Islamabad
4. Secretary, Planning Development & Reforms, Islamabad
5. Secretary, Ministry of Industries & Production, Islamabad
6. Secretary, Privatization Division, Islamabad
7. Secretary, Ministry of Federal Education and Professional Training, Islamabad
8. Secretary, Textile Industry Division, Islamabad
9. Chairman, Board of Investment, Islamabad
10. Chairman, Higher Education Commission (with the request to send nominations of Public Sector Universities only), 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 Khyber Pakhtunkhwa, Peshawar
4. Additional Chief Secretary, P&D Deptt., Government of Balochistan, Quetta
5. Additional Chief Secretary, P&D Deptt., Govt. of Azad Jammu & Kashmir, Muzaffarabad
6. Secretary, P&D Deptt., Northern Areas, Gilgit.
7. Secretary, P&D FATA Secretariat, Peshawar.
8. Secretary, Industries, Commerce & Investment Department, Govt. of Punjab, Lahore
9. Secretary, Industries and Commerce Department, Govt. of Sindh, Karachi
10. Secretary, Industries, Commerce & Technical Education Department, Govt. of Khyber Pakhtunkhwa, Peshawar
11. Secretary, Industries & Commerce Department, Govt. of Balochistan, Quetta
12. Secretary, Industries Department, Govt. of Azad Jammu & Kashmir, Muzaffarabad
13. Secretary, Industries Department, Govt. of Gilgit Baltistan, Gilgit
14. Chief Executive Officer, Small & Medium Enterprises Development Authority, Lahore
15. Joint Secretary (Training), Establishment Division, Islamabad.
16. Section Officer (Admn), EAD

Cc:

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