

Government of Pakistan  
Economic Affairs Division  
SEA Section

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No. 4(11) SEA/2013

Islamabad the January 3, 2013

**OFFICE MEMORANDUM**

**SUBJECT:- TRAINING COURSE ON “ PRODUCTIVE MANAGEMENT FOR GOVERNMENT OFFICIALS” TO BE HELD FROM 25 FEBRUARY TO 07 MARCH 2013 UNDER SINGAPORE COOPERATION PROGRAMME TRAINING AWARD (SCPTA)**

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 or candidate.** The application form may be downloaded by clicking the link Foreign Trainings under highlights section of 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 respective governments.
- Mid to senior level government officials of National productivity organizations or invited in productivity development activities in their organization.
- Proficient in spoken and written English.
- In good health.

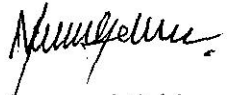
**Objectives**

- The course will provide participants with the knowledge for competent and effective management of productivity in their respective organization.

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 **January 18, 2013** positively.

- |    |                                   |                          |
|----|-----------------------------------|--------------------------|
| 1. | Application form (duly filled in) | four copies              |
| 2. | Profarma for Foreign Training     | One copy                 |
| 3. | Surety Bonds/Undertaking.         | One copy (each original) |
| 4. | Photocopy of NIC                  |                          |
| 5. | Copy of Passport                  |                          |

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. Secretary, Establishment Division, Government of Pakistan, Islamabad
2. Secretary, Planning & Development Division, Government of Pakistan, Islamabad
3. Secretary, Ministry of Human Resource Development, Government of Pakistan, Islamabad
4. Secretary, Ministry of Finance, Government of Pakistan, Islamabad
5. Chairman, Federal Board of Revenue, Government of Pakistan, Islamabad
6. Secretary, Board of Investment, Government of Pakistan, Islamabad
- ✓ 7. Secretary, Ministry of Commerce, Government of Pakistan, Islamabad
8. Secretary, Ministry of Law & Justice, Government of Pakistan, Islamabad
9. Secretary, Ministry of Industries, Government of Pakistan, Islamabad
10. Secretary, Ministry of Production, Government of Pakistan, Islamabad
11. Chief Executive Officer (CEO), National Productive Organization (NPO), 2<sup>nd</sup> Floor, Software Technology Park (STP), F-5/1, 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. Section Officer (Admn-I), EAD

**Cc.**

- I. JS (Admn), EAD
- II. Section Officer (UN-III), EAD
- III. Network/System Administrator, Computer Center, EAD