



DIRECTOR

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING  
69-B, JAIL ROAD  
LAHORE

NO. 5/52/2013-C/MSW (LHR)  
Dated: 10<sup>th</sup> September, 2013

Subject: **A TRAINING COURSE ON " HUMAN RESOURCE MANAGEMENT FRAMEWORK WITHIN PUBLIC SECTOR"**

Dear Sir,

I feel pleasure to inform you that the Establishment Division, Management Services Wing, Lahore Office plans to organize a training course on "Human Resource Management Framework Within Public Sector". Its details are as under:-

2. **WORKSHOP OBJECTIVE**

Introduce tools and techniques that make the executives more effective on their jobs and get the best performance from the given human resources.

3. **TARGET AUDIENCE**

The target audience shall be the officers in BPS-17 and above from Federal Government, Provincial Governments, autonomous bodies and other public sector corporate organizations, having sufficient knowledge and experience of working in managerial position.

4. **NATURE, DURATION AND VENUE**

- It is a non- residential 4-days course to be held w.e.f. 7<sup>th</sup> October, 2013 to 10<sup>th</sup> October, 2013 in the conference room/ auditorium of the Institute of Administrative Sciences, University of the Punjab, New Campus, Lahore;
- The participants from outstations are to make their own boarding and lodging arrangements.

5. **WORKSHOP FEES**

The course fees as prescribed vide Finance Division U.O. No. 2 (25) R-4/92- dated 21.08.2007 are as follows:-

S.N.	Type of Government office	Amount of Course Fee per participant (Rs.)
i	Nominees from entities/government offices directly budgeted under the Federal Consolidated Fund (whose disbursements are made through AGPR)	-Nil-
ii	Nominees from other entities such as Provincial governments, autonomous bodies and public sector corporations & companies of Federal and Provincial governments	5,000/-

It will be the responsibility of the sponsoring/nominating organizations falling under 5 (ii) above to submit course fees along with the nomination in the mode of crossed cheque/bank draft in favour of DDO, Establishment Division, Management Services Wing, Lahore.

6. **NOMINATION FORM & CLOSING DATE**

✓ Nominations will be accepted on prescribed nomination form as enclosed and duly completed nomination forms should reach this office not later than **3<sup>rd</sup> October, 2013 by 4:00 PM.**

7. I would be grateful if you kindly send us a suitable number of nomination(s) as prescribed above.

8. This issues with the approval of the competent authority.

Yours sincerely,

(Shahzad Ahmad Malik)

The Deputy Secretary (Admin.)  
Ministry of Commerce  
Block-A, Pak Secretariat  
Islamabad

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING  
LAHORE

Please Attach 1  
colored  
photograph

A TRAINING COURSE ON "HUMAN RESOURCE MANAGEMENT  
FRAMEWORK WITHIN PUBLIC SECTOR"  
(7<sup>th</sup> October, 2013 – 10<sup>th</sup> October, 2013)

NOMINATION FORM

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Designation/pay scale: \_\_\_\_\_ CNIC No.: \_\_\_\_\_

Telephone (Office): \_\_\_\_\_ Telephone (Residence): \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Address (Residential): \_\_\_\_\_

Address (Office): \_\_\_\_\_

Date of entry in service: \_\_\_\_\_ Date of entry in the present pay scale: \_\_\_\_\_

Occupational group/cadre: \_\_\_\_\_ Academic qualifications: \_\_\_\_\_

Technical and professional qualification (if any): \_\_\_\_\_

Details of training already received (including foreign trainings): \_\_\_\_\_

Visits abroad (if any): \_\_\_\_\_

Office positions held during the last 3 years:

Ministry/Division/ Department/Organization	Post held	From	To

Job description of the present post:

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Name of nominating Government/Organization: \_\_\_\_\_

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**Check List**

- i). Two Passport-size photographs
- ii). Course fee as prescribed
- iii). Each nominee officer will have to submit a resume of his own organization at the time of his joining the course which should contain the following aspects:-
  - a) Name, status, vision, mission and functions of the organization;
  - b) Organization structure & manpower position;
  - c) Systems and procedures of working;
  - d) Landmark achievements over the last 2 – 3 years;
  - e) Strengths and weaknesses; and
  - f) Areas for improvement,

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Nominee