



No. 7/1/2005/MSW-IV (Irg)
Government of Pakistan
Establishment Division
Management Services Wing
ISLAMABAD

Director General
Phone: 051-9211537
Fax: 051-9204109

September 11, 2012

Subject:- **Orientation Course to “Management Analysis and Consulting Skills”.**

Dear Mr. Secretary.

As you are aware, Management Services Wing of the Establishment Division, under the Rules of Business, is required to provide broad spectrum Management Consultancy Services to the Public Sector Organizations. Besides, the Wing is also required to train Government functionaries in Modern Management Techniques in order to enhance their managerial skills and capabilities. In lines with its charter of duties, the Management Services Wing of the Establishment Division is organizing one week orientation course on “**Management Analysis and Consulting Skills**” from 8th to 12th October, 2012 for the newly recruited/deputed officers in its consultancy cadre. The course has been organized in two parts. The first part comprises of **inhouse management consultancy course** scheduled to be held from **8th to 10th October, 2012** is basically designed to cater for Management Consultancy requirements in the Federal Government Organizations. The second part of the course shall be held on **11th & 12th October, 2012** and has been designed to give an overview of modern tools in the **Management Consultancy Business**.

2. Programme of the course is enclosed. Officers from the Armed Forces of Pakistan, Provincial Governments and Organizations having **O&M/Organizational Development and Change Management** Sections/Wings are invited to attend the Phase-2 two of the Management Consultancy Course scheduled on **11th & 12th October, 2012**. However, the participants desirous of attending the in house consultancy course from 8th to 10th October, 2012, **also** may convey their desire in advance alongwith the nomination letters.

3. The course shall be held in the National Library of Pakistan, Islamabad from 9.00 AM to 2.00 PM daily. It is a non-residential programme. Participants of the Course shall have to make their own arrangements for boarding/lodging etc.

4. Nominations on the prescribed format attached herewith, may please be forwarded to this office latest by **September 28, 2012**, (the form can also be downloaded from our website "<http://www.Establishment.gov.pk>") Since the number of seats are extremely limited (50% seats have been reserved for the departmental participants), therefore, nominces for this Course may be directed to report for the Course only after confirmation of their nominations from this office.

With regards,

Yours sincerely,



(Muhammad Shahid Siddiqui)

MOST IMMEDIATE

No. 2(9)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



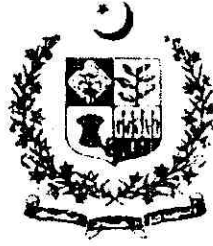
Islamabad, the 19th September, 2012

CIRCULAR

A copy of Establishment Division's D.O letter No.7/1/2005/MSW-IV(Trg) dated 11-09-2012 regarding one week Orientation Course on "**Management Analysis & Consulting Skills**" scheduled to be held from 8th to 12th October, 2012 (in two parts) is forwarded for information/necessary action. The interested officers may apply for the subject course as mentioned therein duly approved/ recommended by their respective Senior officers may be furnished to this Section latest by **21-09-2012** positively as the deadline for sending the nominations to Establishment Division is **28-09-2012**. The prescribed form is attached herewith & the form can also be downloaded from the website "[http://: www. Establishment.gov.pk](http://www.Establishment.gov.pk)."



(Maria Kazi)
Section Officer (Admn-I)



**ORIENTATION TO MANAGEMENT
ANALYSIS AND CONSULTING SKILL
08TH TO 12TH October, 2012**

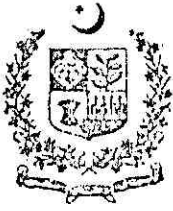
**Organized By
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING
ISLAMABAD**

Orientation to Management Analysis and Consulting Skills

Day One (8th October 2012)		
I. Inaugural Session		
9:00-9:05	Tilawat-e-Quran	
9:05-9:15	Introduction of the Course by Director General	
9:15-9:25	Chief Guest addresses the participants	
9:25-9:45	Tea	
(In-house Management Consultancy Course)		
II. Regular Program (Phase-I)	Topic	Speaker
9:45-11:00	Introduction to MS Wing (History, Vision, Mission, Role, Functions & Nature of Assignments)	Mr. Muhammad Naeem Ul Haq, D.G, MS-Wing
11:00-12:15	Constitutional provisions regarding Government Structure, Civil Servants Act, 1973, Rules/Regulations governing Civil Servants Legislative List, Rules of Business	Syed Anwarul Hassan Bukhari, Director General S.T.I
12:15-12:30	Tea Break	
12:30-13:30	Role, Structural Classification & Status determination of Federal Government.	Mr. Shahid Siddiqui, D.G, MS-Wing
Day-2 (9th October, 2012)		
9:00 to 10:30	How to conduct a Management Consultancy Assignment (I)	Mr. Saleem Jahangir Mirza, Former D.G, MS-Wing
10:30 to 10:45	Tea Break	
10:45 to 12:15	How to conduct a Management Consultancy Assignments (II)	Dr. Rasheed Ahmad Khan, former DG, MS Wing. Dean Faculty of Management Sciences and Information Technology N.U.M.L Islamabad
12:15 to 12:30	Tea Break	
12:30 to 13:30	Role of M.I.S in Management Consultancy	Miss Sara Afzal Safvi, Director System E- Government Directorate

Day-3 (10th October, 2012)		
9:00 to 10:00	Administrative Restructuring & Reforms, Role of MS-Wing	Mr. Muhammad Naeem ul Haq, D.G MS-Wing
10:00 to 11:00	Important forms of communication in public sector	Mr. Anjum Bashir, Deputy Secy, Regulation, Establishment Division
11:00 to 11:15	Tea Break	
11:15 to 12:00	Assignment Review <ul style="list-style-type: none"> ❖ Secretariat Training Institute ❖ Staff Welfare Organization ❖ Pakistan Institute of Medical Sciences (PIMS) ❖ Ministry of Health ❖ JCA 	
12:00-13:30	Presentations	Panel: DG-I, DG-II, DG-III, DG-IV and DG-V

Day- 4 (11th October 2012)	Phase-II (Management Consultancy Course)	
I. Inaugural Session		
9:00-9:05	Tilawat-e-Quran	
9:05-9:15	Welcome Address	
9:15-10:15	Summary/ Review of Phase-I	
10:15-10:30	Tea	
II. Regular Program (Module-II)	Topic	Speaker
10:30-12:00	Role of Federal Government in the 21 st Century	Mr. Ejaz Rahim, Ex-Secretary Cabinet
12:00-13:30	Organizational Analysis	Mr. Talha, Ex-Member, FBR
13:30- 14:00	Tea Break	
14:00-15:30	Job Analysis	Mr. Feroz Khan, D.G, MS-Wing
Day- 5 (12th October 2012)		
09:00 to 10:15	Consultancy Business in Private Sector	Mr. Khusro Pervez Malik, Professor C.A.S.E
10:15 to 11:30	Specialized Management Techniques	Dr. Rasheed Ahmad Khan, former DG, MS Wing. Dean Faculty of Management Sciences and Information Technology N.U.M.L Islamabad
11:30 to 11:45	Tea Break	
11:45 to 13:00	Present Day Requirement of an O&M Organization in Pakistan	Mr. Muhammad Naeem ul Haq, D.G MS-Wing
Closing Ceremony		
14:00 to 14:05	Recitation from Holy Quran	
14:05 to 14:15	Course Report by the DG	
14:15 to 14:20	Views of the participants	
14:20 to 14:30	Certificates Distribution	
14:30 to 14:35	Address by the Chief Guest	
	Tea	



GOVERNMENT OF PAKISTAN
 CABINET SECRETARIAT
 ESTABLISHMENT DIVISION
 (MANAGEMENT SERVICES WING)
 ISLAMABAD

PHOTOGRAPH

NOMINATION FORM

ORIENTATION TO MANAGEMENT ANALYSIS AND CONSULTING SKILLS

Nominating organization: _____

Address of the nominating organization _____

Particulars of the Nominee:

1. Name (Block Letters): _____
2. Designation & pay scale: _____
3. Date of birth: _____
4. Address: (i) Office _____
 (ii) Residence: _____
5. Telephone: office: _____ Res: _____ Cell _____
 Fax: _____ E..mail _____
6. Educational Qualifications: _____
7. Training received (i) Local: _____

 (ii) Foreign: _____

8. Date of joining service: _____
9. Occupational group/cadre: _____
10. Date of appointment to the present post: _____
11. Brief description of Present responsibilities: _____

Date _____
 Place: _____

Signature of Nominee

FOR OFFICIAL USE ONLY
 Reference no:
 Received on:
 Checked by:
 Approved /Not Approved

Signature and stamp of
 Nominating Authority
 Tele:
 Fax: