

MOST IMMEDIATE

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



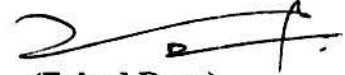
Islamabad, the 22nd May, 2013

CIRCULAR

A copy of D.O No.5/51/2013-C/MSW(LHR) dated 15-05-2013 received from the Establishment Division, MSW, Lahore regarding 5 days workshop on “**Managerial Effectiveness**” for officers in BPS-17 & Above to be held from **18th to 21st June, 2013** in the Conference Room/Auditorium of the Institute of Administrative Sciences, University of Punjab, New Campus ,Lahore.

2. The interested officers **having sufficient knowledge & experience of working in managerial position** in BPS-17 & above of this Ministry are requested to please sent their nominations duly recommended/approved by their respective Senior Officers to this Section latest by **31-05-2013** for onwards submission to the Establishment Division, Lahore. The prescribed nomination form will be available on the Ministry’s website: **www.commerce.gov.pk**.

3. It is pertinent to mentioned here that the workshop fee is **Rs.5,000/-** per participant, however the officers who are being paid directly from the Federal Consolidated Fund are exempted from the workshop fee.



(Fahad Raza)
Section Officer (Admn-I)

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DIRECTOR

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

NO. 5/51/2013-C/MSW (LHR)
Dated: 15th May, 2013

Subject: **FIVE DAYS WORKSHOP ON MANAGERIAL EFFECTIVENESS**

Dear Sir,

I feel pleasure to inform you that the Establishment Division, Management Services Wing, Lahore Office plans to organize a workshop on Managerial Effectiveness. 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 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 so that they can contribute meaningfully in class discussion.

4. **NATURE, DURATION AND VENUE**

- It is a non- residential 5-days workshop to be held w.e.f. 17th June, 2013 to 21st June, 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.

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	-Nil-
ii	Nominees from other entities such as Provincial governments, autonomous bodies and public sector corporations & companies	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 **12th June, 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 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

NOMINATION FORM
5 DAYS WORKSHOP ON MANAGERIAL EFFECTIVENESS
(17th June, 2013 – 21st June, 2013)

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:

Name of nominating Government/Organization: _____

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