

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



Islamabad, the 28th May, 2013

C I R C U L A R

A copy of D.O No.2/1/2013-MSW(T)/K dated 15-05-2013 received from the Establishment Division, MSW, Karachi regarding 5 days workshop on “**Managerial Effectiveness**” for officers in BPS-17,BPS-18 & BPS-19 or equivalent to be held from **10th 14th June,2013** at the Establishment Division ,MSW, Block 46-A,Pak Secretariat, Karachi. from 9:00 a.m to 5:00p.m.

2. The interested officers **having sufficient knowledge and experience of working in Managerial Supervisory position in BPS-17, BPS-18 & BPS-19 or equivalent** of this Ministry are requested to please sent their nominations duly recommended/approved by their respective Senior Officers to this Section latest by **30-05-2013** for onwards submission to the Establishment Division, Karachi. **The Establishment Division, Karachi has further informed that the organizations desirous of sending their nominees who are above BS-19 are also been welcomed as well.** The contents of the Workshop and the nomination form are enclosed herewith. The required nomination form will also 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)

15th May, 2013

DIRECTOR

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**Subject: FIVE DAYS WORKSHOP ON MANAGERIAL EFFECTIVENESS
(JUNE 10 to 14, 2013)**

Dear Sir,

A one week duration Workshop on "Managerial Effectiveness" is being organized by the Establishment Division, Management Services Wing, Karachi, from June 10 to 14, 2013.

2. The main objective of the Workshop is to develop the knowledge and managerial skills of Government functionaries and Managers of Public Sector Organizations to enhance their effectiveness in their respective job roles. The officers in BS-17, BS-18 and BS-19 or equivalent may be nominated for the Workshop. However organizations desirous of sending their nominees who are above BS-19 are welcome as well. The Officers of equivalent rank/status from the Armed Forces and Ancillary Services would also be welcome. The contents of the Workshop are enclosed

3. The Workshop is scheduled to be held on the prescribed dates at the Establishment Division, Management Services Wing, Block 46-A, Pak Secretariat, Karachi from 0900 to 1500 hours daily except holidays. It is a non-residential programme, therefore, participants are expected to make their own arrangements for boarding/lodging etc.

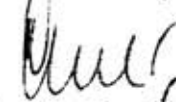
4. In pursuance to the decision of the Federal Government, the Workshop fee will not be charged from the nominees of the Organizations of Federal Government, which are paid out of the Federal Consolidated Fund. However, nominees from Provincial Governments, Government of AJK and Autonomous Bodies are required to pay Rs.5,000/- (Rupees five thousand only) per participant payable through crossed cheque, bank draft or pay order drawn in favour of the Director, Establishment Division, Management Services Wing, Karachi. Accordingly, nominating organizations are requested to enclose the requisite fee wherever applicable, while forwarding the nominations, else the M.S. Wing, Karachi would be constrained to regret the nomination.

5. Nominations on the prescribed form enclosed, may be sent to this office latest by May 31, 2013. However, the nominees of the Workshop may be directed to report for the Workshop after the acceptance and confirmation issued by the Management Services Wing, Karachi.

With best regards,

Encl: As above

Yours sincerely,



(S. Naseem Alam Naqvi)

The Joint Secretary (Admn)
Commerce Division
Pak Secretariat
Islamabad

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING
KARACHI

Subject: FIVE DAYS WORKSHOP ON MANAGERIAL EFFECTIVENESS

Objectives of the programme:

- Introduce tools and techniques that make the executives more effective on their jobs and get the best performance from the given resources.
- Give a flexible and tailored approach to help them meet new challenges successfully.
- This workshop is designed for Federal/Provincial Governments Officers (BS-17 & above) who would like to assess their current performance and learn how to become even more effective in a today's changing and challenging work environment where roles and rules are changing, diverse workforce with different expectations, leaner organizations, new technologies, fewer resources stricter accountability and greater responsibility for results.

Programme outline:

Day-I : Organizational Analysis: Tools & Techniques

Concepts on organization formation, designing structures, setting objectives, functions of management and delegation of responsibilities and authorities and preparing the personnel to shoulder responsibilities and rational use of authority and line & staff relationship and centralization & decentralization etc.

(Case study: organizational analysis of any selected organization/staff reviews where work study techniques applied and discussion with participants to share by them regarding organization and functioning of their departments/offices and the managerial problems they are encountering in performance of their functions efficiently and effectively.

Day-2: Productivity and Quality control

- i) The objectives, problems and need for productivity improvement in offices.
- ii) Concepts and techniques of quality control in the offices.
- iii) Record Management & MIS.
- iv) Simplification of systems, procedures and forms (Concepts, Management Services Techniques like O&M, PERT-CPM, Queuing Model, work study, strategy formulation, etc).
- v) Procedure chart Exercise: Developing flow process charts, flow diagrams, etc., pertaining to a selected service delivery aspect of any Federal or Provincial Government Organization, identification of problems and suggesting measures for improvement.

Group formation for Group exercise and briefing about the exercise

Joining instructions:

- i) The Nominee officer should have sufficient knowledge and experience of working in managerial supervisory position so that he may contribute meaningfully in class discussion.
- ii) 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.
- iii) The participants will have to observe formal dress during the training sessions/activities.

Summary of the programme

Sl #	Description	
1.	Duration	5 days
2.	Dates	15 th April to 20 th April 2013
3.	Venue	Block 46-A, Pak Secretariat, Establishment Division, MS Wing, Sadar, Karachi
4.	Fee	Rs.5,000/-
5.	Workshop Leader	Syed Nasim Alam Naqvi, Director, MS Wing, Karachi
6.	Telephone Numbers	Ph # 99202154 Cell # 03343114217 Email Address # director.msw.karachi@gmail.com
7.	Attire	Formal (as prescribed by the Government)



Government of Pakistan
Establishment Division
Management Services Wing
Karachi



NOMINATION FORM

Name of the Course:

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 - Office:

(iii) Residence:

5. Telephone office:

Res:

Fax:

Cell #

Email address:

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

Signature and stamp of nominating Authority

Tele:

Fax: