

**MOST IMMEDIATE**

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



Islamabad, the 25<sup>th</sup> March, 2014

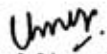
**CIRCULAR**

Subject:- **TRAINING COURSE ON "CONSTRUCTING HUMAN RESOURCE MANAGEMENT FRAME WORK WITH IN PUBLIC SECTOR" SCHEDULED TO BE HELD FROM 14<sup>TH</sup> TO 18<sup>TH</sup> APRIL, 2014:**

A copy of D.O No.2/1/2014-MSW(T)/K dated 13-03-2014 received from the Establishment Division, MSW, Karachi regarding 5 days training course on "**Constructing Human Resource Management Framework within Public Sector**" for officers in BPS-17, BPS-18 & BPS-19 or equivalent to be held from **14<sup>th</sup> to 18<sup>th</sup> April, 2014** at the Establishment Division, Management Services Wing, Block 46-A, Pak Secretariat, Karachi from 9:00 a.m to 3:00 p.m.

2. The interested officers in BPS-17, BPS-18 & BPS-19 or equivalent of this Ministry are requested to please sent their nominations duly recommended/approved by their Senior Officers to this Section latest by **27-03-2014** 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 tentative contents and the nomination form of the subject training course are enclosed herewith.

3. It is pertinent to mentioned here that the training course 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.

  
**(Muhammad Umer Saleem Bhatti)**  
Section Officer (Admn-I)



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D.O. No. 2/1/2014-MSW(T)/K  
GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
(Management Services Wing)  
Block 46-A, Pak. Secretariat  
Karachi-74200  
March 13<sup>th</sup>, 2014

Subject: **TRAINING COURSE ON CONSTRUCTING HUMAN RESOURCE  
MANAGEMENT FRAMEWORK WITHIN PUBLIC SECTOR**  
(14<sup>th</sup> April to 18<sup>th</sup> April, 2014)

Dear Sir,

A Five days duration training Course on “**Constructing Human Resource Management Framework within Public Sector**” is being organized by the Establishment Division, Management Services Wing, Karachi, from 14<sup>th</sup> April to 18<sup>th</sup> April, 2014.

2. The main objective of the Course is to develop and enhance the knowledge and managerial skills of Government Functionaries and Managers of Public Sector Organizations. The officers in BS-17, BS-18 and BS-19 or equivalent are entitled to be nominated for the Course. 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 tentative contents of the Course are enclosed.

3. The Course is scheduled to be held on the prescribed dates at the Establishment Division, Management Services Wing, Block 46-A, Pak Secretariat, Karachi from 09:00 to 15:00 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 Course 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, Government of Gilgit Baltistan 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 04<sup>th</sup> April, 2014. However, the nominees of the course may be directed to report for the Course only after acceptance of their nominations and formally confirmed by this office.

With best regards,

Encl: As above

Yours sincerely,

( S. Naseem Alam Naqvi )

The Joint Secretary (Admn)  
Commerce Division  
Pak Secretariat  
Islamabad

**A TRAINING COURSE ON CONSTRUCTING A HUMAN RESOURCE MANAGEMENT WITH EMPHASIZE ON  
GENDER DISCRIMINATION**

**M.S. WING, KARACHI OFFICE**

April 14 – 18, 2014

**Course Contents**

**Module**

- **Cardinal Principles of Human Resource Management**
- **Public Sector Perspective on Human Resource Management – A Basic Paradigm Shift**
- **Imperative of Human Resource Training and Capacity Development**
- **Note: 40% practice based exercises will be given to the participants**
- **Unlocking the Human Potential: a Recipe for Public Sector Organizations in Pakistan**
- **The Contours of Human Resource Information System (HRIS) and its Application in Public Sector**
- **Policies, Laws, Rules, etc., related to equality and empowerment of Women**

**Gender Discrimination and its forms**

- Definition of Gender Discrimination
- Workplace Harassment
- Different forms of Harassment
- Costs of Harassment
- Gender Discrimination in Pakistan and the World

**Women Empowerment in Pakistan**

- Urban and Rural Societies
- Cultural values
- Status of women

**How to up bring the status of women**

- Economic Measures
- Campaigning and educating the rights of women
- Role of NGOs

- **Guidelines for handling Women harassment at work place**

**Preventive Measures for Harassment and Discrimination**

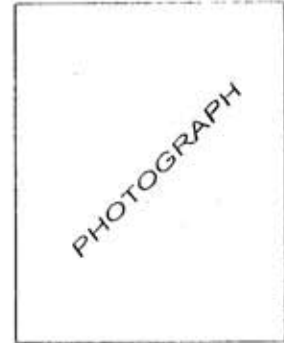
- Strategies for prevention
- Law related to Gender Discrimination
- Protection against Harassment of Women Act, 2010
- Code of Conduct
- Procedure for reporting and investigation Penalties
- Role of Ombuds person's office
- Government initiative
- Gender quota in political system
- Female employment in public sector
- Initiatives and their impact
- What else the government can do

- **Concepts of Leadership in Management Sciences and the Features of Bureaucratic Leadership in Public Sector**
- **New Trends in HRD**
- **The Genesis of the Precepts of Conflict and Stress Management within Public Sector Matrix**
- **An overview of Organizational Performance Management System (OPMS) and Employees Performance Management System (EPMS)**
- **Note: 40% practice based exercises will be given to the participants**

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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: (i) Office: \_\_\_\_\_

(ii) 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  
Téle:  
Fax :